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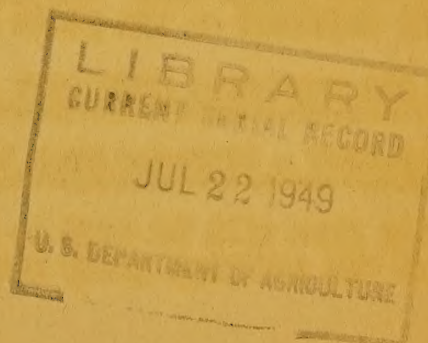
## FCI COUNTY PROCEDURE MANUAL

### PART I-T COUNTY ACTUARIAL PROCEDURE

This portion of the procedure is applicable to tobacco counties beginning with 1950, for use in establishing coverages and premium rates under the ownership plan. It will remain in effect until revised, superceded, or amended.

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## A. ACTUARIAL POLICY

One of the major requirements of a successful insurance program is a sound actuarial basis. This is as true with respect to Federal Crop Insurance as for any other type of insurance.

The Crop Insurance Act provides that the Corporation fix premium rates sufficient to cover claims for crop losses and to establish a reasonable reserve. It is the policy of the Corporation to incorporate in the county premium rate the insurance experience of the county. Since actual crop insurance experience in the county will determine the premium rate producers will pay in future years it is highly desirable that a sound actuarial base be developed.

It is to the advantage of the county to build up an adequate reserve of premiums over losses so that premium rates will not fluctuate from year to year. If the accumulated balance of premiums over indemnities is deemed large enough to cover the greatest loss that is likely to occur in any year, a discount in premium will be made to all producers who were insured the year previous to the year the discount will become effective.

A sound actuarial basis for insuring tobacco under the ownership plan requires: (1) elimination of all poor risks, (2) establishing accurate coverage for each landowner on the basis of his experience and ability as a tobacco grower, (3) establishing a premium rate on all areas of land adequate to cover the risk of insuring the crop, and (4) distribution of the insurance business over all insurable areas of the county so as to get the best possible distribution of risk.

The amount and quality of tobacco produced on any farm probably depends more on the skill and knowledge of the grower than on the farm on which it is produced. The ownership plan was developed to place more emphasis on the experience of the grower and less on the land in establishing tobacco coverages and premium rates.

Under this plan a coverage will be established for each landowner in the county (except owners on ineligible list). The coverage established for the landowner will apply to all tobacco planted on any farm in the county owned by him at the time of planting, except that land subject to certain hazards, or is badly eroded, or badly depleted in soil fertility may be designated as unclassified in which case insurance will not be in effect on such land.

Premium rates will be established on an area of land basis and areas outlined on a photo index map. Any land on which insurance will not be offered, will also be outlined on the photo index.

## B. FORMS FOR RECORDING COVERAGES AND PREMIUM RATES

### 1. FCI-32-T - "Tobacco Crop Insurance List"

This form will be used to record the name and address of each landowner and the coverage group into which his land is classified.

2. FCI-33-T(0) - "Tobacco Crop Insurance Map"

Photo index maps used to record the premium rate area(s) of all insurable land and for outlining any unclassified land.

3. FCI-34-T(0) - "County Summary of Coverages and Premium Rates"

This form shall be used for controlling the group coverages and premium rates per acre and for adjusting such coverages and premium rates to the coverage and premium rate established for the county.

4. FCI-35-T(0) - "County Actuarial Table"

This form shall be the official form for recording group coverages and area premium rates.

5. "Map of Crop Insurance Experience"

This form is an outline map of the county showing the approximate location of insured farms and indemnified farms each year the insurance program was in effect in the county.

Commodity coverage and rate procedures for 1948 and 1949 provided for preparing "Maps of Crop Insurance Experience", for each year the insurance program was in effect 1945 through 1949. In counties where for any reason the maps for prior years have not been prepared, a map shall be prepared as follows for each year a tobacco insurance program was in effect.

An Engineer's Map or an accurate sketch map of the county showing township, communities, major roads, streams, etc., may be used for this purpose. The approximate location of participating farms shall be identified on the map by a dot ( • ) and indemnified farms shall be further identified by encircling the dot ( ⊙ ). Plotting on a sample bases may be done if at least 500 farms were insured in which case the sample shall contain at least 250 farms. If a sample is used the same farms should be used in plotting indemnified and insured farms. Maps for future programs shall be prepared each year as provided in Section VI of this county procedure manual.

C. LAND PHYSICALLY LOCATED IN AN ADJOINING COUNTY

Land physically located in an adjoining county may be insured when the land is a part of a farm considered to be located within an insurance county and is contiguous thereto and the land is included within a premium rate area on the "Tobacco Crop Insurance Map." For this purpose, a farm shall be considered as located in the county in which the principal dwelling is located, or if there is no dwelling thereon, the county where the major portion of the land is located. If under this definition, a farm is located in an adjoining county no part of it will be insured.

#### D. ROUNDING OF FRACTIONS

Fractions resulting from computations shall be rounded as follows: Computations shall be carried one digit beyond the digit to be rounded. If the last digit is 1, 2, 3 or 4 the rounding shall be downward but if such digit is 5, 6, 7, 8 or 9 the rounding shall be upward.

### SECTION II. ELIMINATION OF POOR INSURANCE RISKS

#### A. INELIGIBLE PRODUCERS

In most counties where a crop insurance program has been operating for several years, experience reveals that loss claims have been paid to certain producers much more frequently than would be expected in light of prevailing conditions. Since the actuarial policy provides for building future premium rates from experience these losses are paid by other producers in the county. In order to have a sound insurance program with the lowest possible premium rates it is essential that the names of all producers who are considered undesirable risks be placed on a "List of Ineligible Producers."

To aid in preparing the "List of Ineligible Producers" the State Director will prepare a tentative list for each county. The names on the tentative list will include the names of producers who were on the list the previous year plus the names of any other producers the director thinks should be included on the list because of losses paid or from information secured regarding the producers farming operations when inspecting insured crops or adjusting losses. The tentative list will, therefore, be made up largely from producers who have previously been insured.

The county committee with the state director (or supervisor) will carefully review the tentative list. The committee may recommend that certain names be deleted from the list or other names added. Since the tentative list is made up to a large extent from producers previously insured it is important especially in new insurance counties or counties with only few years experience that the committee review the names of other producers in the county to add to the list. Insurance should not be offered any producers who follows poor farming practices, questionable business practices (such as may have been experienced in dealing with the producer under other phases of the Agricultural Farm Program) or any other condition detrimental to a sound insurance program.

Experience has shown that it is hard to eliminate all undesirable risks in the short time usually devoted to developing the county actuarial data. This should be a year round job. The committee should always be on the lookout for undesirable risks and assemble data throughout the year which would be helpful in perfecting future lists.

The official "List of Ineligible Producers" for each year will be prepared by the state director. A copy of the list for each year will be made available to the county committee. Additional names may be added to the list for any year any time prior to acceptance of applications for such year. Producers on the List of Ineligible Producers should not be placed on the "Tobacco Crop Insurance List", FCI-32-T; neither should they be contacted by salesmen when soliciting applications nor should any correspondence or publicity be directed to such producers.

**B. UNCLASSIFIED LAND.**

In most counties there are areas of land on which the risk of growing tobacco is so great or so uncertain that a sound insurance program by designating it as "unclassified". Unclassified land should include any land on which (1) it is impossible to measure the insurance risk involved, over and above that of the average land risk in the county, or (2) insurance experience has been or is likely to be so unfavorable as to preclude the operation of a sound insurance program. This would include land subject to conditions such as severe wind erosion, frequent flood, poor drainage, severe infestation of noxious weeds, know soil deficiencies, etc. Also land subject to a change in conditions such as construction of dams, levees, or dikes, etc., (that would make production of the crop more hazardous or risk of loss unmeasurable) should be included.

Land on which insurance will not be offered shall be outlined on the "Tobacco Crop Insurance Map", Form FCI-33-T(0) and shall be identified as unclassified by drawing diagonal lines across the area, (//////////).

**SECTION III. - DETERMINATION OF COVERAGES AND PREMIUM RATES IN COUNTIES WHERE OWNERSHIP PLAN IS USED FOR THE FIRST TIME**

**A. DETERMINATION OF COVERAGE PER ACRE**

**1. Coverage Group**

In order to simplify the control of coverages a coverage group number will be assigned to each land owner. The county committee and the state director or district supervisor, shall establish tentative coverage groups. The number of coverage groups needed will depend upon the variation in tobacco yields on land owned by the various owners. A sufficient number of groups should be established so that variation in yields between owners can be reflected in the amount of coverage offered. The variations in coverage between groups should not be less than 50 pounds of tobacco. No group should be assigned a coverage in excess of 140% of the county average coverage. Coverage groups should be assigned numbers beginning with 1 for the lowest coverage offered and continuing successively with next higher group until all groups are numbered.

2. Assigning Coverage Groups to Landowners

The county committee shall assign to each landowner one of the tentative coverage groups established under subsection A above. In determining the group which will be assigned to a landowner, consideration shall be given to annual tobacco yields on land owned by him (marketing quota or any other available production records), quality of tobacco produced and general knowledge of the owner's ability to produce tobacco. In considering production records it should be kept in mind that the records should be of the owner and not necessarily those for any given piece of land. For example, if the owner recently acquired a certain tract of land any production records of the land prior to the time it came into his possession should not be considered. Likewise if he formerly owned land that is not now in his possession, production records on such land while in his possession may be considered in establishing his coverage. Also if a person owns two or more farms, the records on all such tracts during his ownership should be considered.

3. Tobacco Crop Insurance List

Each landowner normally growing tobacco except owners on the List of Ineligible Producers shall be listed on FCI-32-T, Tobacco Crop Insurance List. This form shall be prepared on a mimeograph stencil arranged as shown on the sample copy attached to this procedure. (Legal size stencils are recommended.) To assist in preparing FCI-32-T, a card shall be prepared for each land owner showing his name and address, his coverage group number and the acres for weighting. These cards should be arranged in alphabetical order by surnames before preparing FCI-32-T. Columnar entries shall be made as follows:

Column 1. Enter in column 1, the name and address of each landowner, except owners on the List of Ineligible Producers, normally growing tobacco in the county.

Column 2. Enter in column 2, the coverage group number assigned to each landowner as provided in subsection 2 above.

Column 3. Enter in column 3, the tobacco acreage allotment established, or that could be established for the land owned by each landowner listed in column 1.

Column 4. Leave blank.

B. TOBACCO CROP INSURANCE MAP

1. Premium Rate Areas

Careful consideration must be given by the county committee in delineating on the "Tobacco Crop Insurance Map" all areas of land in the county on which the risk of growing tobacco is greater than the average risk in the county. Such areas would be land subject to specific hazards, such as flood, poor drainage, frequent hail, etc. that are not applicable generally in the county. The premium rate for such areas shall be determined on the basis of the frequency of loss from the

specific hazard to which the land is subject. High risk areas shall be tentatively outlined on the "Tobacco Crop Insurance Map" with a soft wax pencil. Each rate area shall be assigned a rate number beginning with number 1 for the area with lowest premium rate and progressing until all areas are numbered. A rate area will be all the land in the county having the same premium rate.

## 2. Unclassified Land

Areas of land on which insurance will not be offered as provided in Section II B, shall be outlined and identified on the "Tobacco Crop Insurance Map" with a soft wax pencil.

## 3. Permanent Area Boundaries and Numbers

After high risk areas and unclassified land have been tentatively delineated and approved by a representative of the Crop Insurance Corporation, permanent area boundaries shall be inked in with red ink using the following type of boundary line (x-x-x-x-x-x-x). Area numbers shall be entered in a small block (-1-2-) placed near the center of the area with identifying lines extending to the area boundary line. For unclassified land diagonal lines (////////) extending across the unclassified area shall be entered in ink. The name of the county and state shall be entered in the lower left corner of the map.

## C. DETERMINING FINAL COVERAGES AND PREMIUM RATES

1. FCI-34-T(0) County Summary of Coverages and Premium Rates shall be used to determine that (1) the total coverage for the county has not been exceeded, and (2) the combined premium for all areas is not less than the total premium for the county. Preliminary calculations on this form may be in pencil, however, the final form shall be typewritten. A separate form FCI-34-T (0) shall be prepared for each type of insurable tobacco in the county. Form FCI-34-T(0) shall be executed as follows; enter in the heading the name of the state, county, year and type of tobacco.

Column 1. This column is complete and shall not be altered.

Column 2. Enter in this column the number of acres for weighting of land falling within each coverage group. This acreage shall be obtained by summarizing the acres for weighting entered on Form FCI-32-T, Tobacco Crop Insurance List.

On the line opposite the words "Ineligible List" enter the acres for weighting for all land owners included on the List of Ineligible Producers.

Column 3. Enter in this column the coverage for each group as determined in Section III-A-2.

On the line opposite the words "Ineligible List" enter the weighted average coverage of landowners on the List Of Ineligible Producers. The coverage for such owners shall be established considering the factors listed in Section IV-B and shall be comparable to other coverage established under this section.

Column 4. Enter in this column for each group, the product of the entries in columns 2 and 3.

Column 5. This column is complete and shall not be altered.

Column 6. Enter in this column the number of acres for weighting of land falling within each premium rate area as outlined on FCI-33-T(0). Usually most of the land in the county will have the same premium rate. Therefore, the acres for weighting for each of the high risk areas should be determined first. Then determine the acres for weighting for unclassified land. The sum of acres for weighting for high risk areas and unclassified land can then be subtracted from the county total of acres for weighting to get the acres for weighting for the remainder of the county.

Enter the acres for weighting for unclassified land opposite the word "Unclassified" in column 5 and encircle.

Column 7. Enter in this column the premium rate for each area.

Column 8. Enter in the column for each area the product of the entries in column 6 and 7.

Columns Totals. Columns 2, 4, 6 (except acres for weighting for unclassified land) and 8 shall be totaled and their respective sums entered on the line provided for such totals.

Unclassified Farmland-Cropland. Enter in the space provided at the bottom of the form the estimated acres of unclassified cropland or farmland, whichever is used, and delete the inapplicable word.

Ineligible Producers. Enter in the space provided at the bottom of the form, the number of producers in the county who have been designated ineligible for tobacco crop insurance. This entry shall be obtained by making an item count of the names appearing on the List of Ineligible Producers for \_\_\_\_\_ year.

Maximum Coverage for County. Enter in the spaces provided at the bottom of the form (1) acres for weighting which must agree with the total entered in column 2, (2) average coverage per acre which shall be obtained from the Table of Coverages and Premium Rates furnished by the Corporation, and (3) total coverage for the county which shall be obtained by computing the product of the entries for items (1) and (2) above. Enter within the parenthesis below "acres for weighting" an identification of the acreage used, 1949 allotment, etc. If it is found by using the coverages in column 3, that the total of the coverage extensions in column 4 exceeds the maximum coverage for the county, it will then be necessary to adjust the coverage for the county. Any necessary adjustment(s) made in the coverages for any group or groups shall be by multiples of five pounds.

Minimum Premium for County. Enter in the space provided at the bottom of the form (1) acres for weighting which must agree with the total entered in column 6, (2) county average rate per acre which shall be obtained from the Table of Coverages and Premium Rates furnished by the Corporation, and (3) total premium for county which shall be obtained by computing the product of the entries for items (1) and (2) above.

Should the total of the rate extensions in column 8 be less than the minimum premium for the county, it will then be necessary to adjust the rates entered in column 7 so that the total of rate extensions entered in column 8 is not less than the minimum premium for the county.

Any such adjustments made in the area rates shall be on the basis of the nearest 5 cents.

Sheet Numbers of Forms FCI-32-T. Enter in the spaces provided at the bottom of the form the inclusive sheet numbers of Forms FCI-32-T which represents the entire Tobacco Crop Insurance List for the county.

Map Number of Form FCI-33-T (0). Enter in the spaces provided at the bottom of the form the inclusive map numbers of Form FCI-33-T(0) which represents the entire land area of the county.

## 2. FCI-35-T(0) - County Actuarial Table

Form FCI-35-T(0), County Actuarial Table, shall constitute the official table of coverages and premium rates for the county. A separate form shall be prepared for each type of insurable tobacco in the county.

The form shall be prepared with a typewriter. Enter the name of the state, county and type of tobacco in the heading of the form. Columnar entries shall be made as follows:

Column 1. This column is complete and shall not be altered.

Column 3. Enter in this column the coverage for each group from column 3 of Form FCI-34-T(0).

Column 2. Enter 65% of the entry in column 3. Round to whole pounds by dropping fraction of less than .5 and rounding upward fraction of .5 or more.

Column 4. This column is complete and shall not be altered.

Column 5. Enter in column 5 the premium rate for each area from column 7 of Form FCI-34-T(0).

SECTION IV - DETERMINATION OF COVERAGES AND PREMIUM RATES IN COUNTIES WHERE OWNERSHIP PLAN WAS USED IN THE PRIOR YEAR

A. REVISIONS IN COVERAGES OR PREMIUM RATES

Since tobacco insurance is written on a continuous contract it is very important that revisions in coverages and premium rates be held to a minimum. Since it is impossible to determine the names of all producers who will have a share in the tobacco crop on any land for which the coverage or premium rate is changed, any change in coverages or rates will necessitate informing all producers that changes have been made and inviting their inspection of the Tobacco Crop Insurance List and Tobacco Crop Insurance Maps to determine coverages and rates applicable to land on which they will have an interest in the tobacco crop. If numerous changes are made this complicates the administration of the insurance program and may result in some producers not understanding the coverage or premium rate applicable to the land on which they have an interest in the tobacco crop.

The regulations provide that land can be designated unclassified for any crop year. The committee should make a careful review each year of all questionable land and designate unclassified any land the insuring of which would be detrimental to a sound insurance program. As in the case of revisions in coverages or premium rates, changes in the designation of unclassified land should be called to the attention of all insured producers.

Since insured producers must be notified of any changes in coverages, premium rates or designation of unclassified land it is necessary that such revisions be completed and submitted to the State Director at least 45 days prior to the cancellation date. The committee should plan the actuarial work so that it can be completed by this date.

The county committee shall review the actuarial basis for insurance for the prior year to determine if any revisions are necessary. The review should include a study of previous experience including Maps of Crop Insurance Experience, which will be returned to the county office by the State Crop Insurance Director for this purpose, areas as outlined on the Tobacco Crop Insurance Maps (FCI-33-T(O)), coverages established for landowners, etc. If it appears that there is sufficient need and justification for revisions in certain cases, the Committee shall prepare a statement of facts, specifying the reasons for such revisions and forward it to the State Director for his review and recommendation. If changes are contemplated on the Tobacco Crop Insurance Maps (FCI-33-T(O)) there shall be included with the statement a list of new maps needed for the revisions. (Give photo negative numbers of maps needed.)

If any change is made in the coverage for any land owner, premium rate areas or designation of unclassified land on FCI-33-T(O), the county committee shall consult with the State Crop Insurance Director concerning the manner in which insured producers in the county shall be advised of such changes.

B. TOBACCO CROP INSURANCE LIST.

A new Tobacco Crop Insurance List, FCI-32-T, shall be prepared each year. Persons who were on the list for the prior year but who are no longer land owners shall be left off the new list. Persons who have become landowners since the list for prior year was prepared or landowners who for any reason were not included on the list for the prior year shall be included in the new list.

Form FCI-32-T shall be prepared on a mimeograph stencil arranged as shown on the sample copy attached to this procedure. (Legal size stencils are recommended). To assist in preparing FCI-32-T, the cards used in preparing the list for the prior year shall be reviewed and the cards discarded for any person included in the list the prior year but who for any reason has ceased to be a landowner. Also if the coverage group number any landowners is to be revised the group number shall be changed on the card if such change is agreeable to the state director or his representative. If the address of any landowner has changed this address shall be corrected on the card. New cards shall be prepared for persons who have become landowners and are now growing tobacco and for other landowners who normally grow tobacco but who were left off the list for the prior year. There shall be entered on the new cards the name and address of the landowner, the coverage group number assigned to him and the acres for weighting.

In assigning coverage groups to new landowners, the committee should see that such coverages are in proper relationship with those established for landowners on the Tobacco Crop Insurance List for the prior year considering their experience in growing tobacco, yields and quality of tobacco produced by them. The acres for weighting will be the allotment established or that could be established for the landowner by each owner. The remaining cards from the prior year and new cards should be arranged in alphabetical order by surnames. Columnar entries shall be made from these cards on FCI-32-T as follows:

Column 1. Enter in column 1, the name and address of each landowner, normally growing tobacco in the county, except owners on the List of Ineligible Producers.

Column 2. Enter in column 2, the coverage group assigned to each landowner.

Column 3. Enter in column 3, the acres for weighting for each landowner.

C. TOBACCO CROP INSURANCE MAP

In no case shall any change be made on any of the Tobacco Crop Insurance Maps (FCI-33-T(0)) in effect for the previous year(s) as these are permanent records of the bases of insurance for such year(s). In each instance where a revision(s) is to be made on any map, the county committee shall prepare a new Tobacco Crop Insurance Map to reflect such revisions(s). Each such map will be stamped and identified by the State Director as applicable to the first year to which it applies. The Tobacco Crop Insurance Maps for the prior year for which a new map is prepared will be voided by the State Director stamping each such map and indicating

thereon that it is not applicable to succeeding crop years. These voided maps shall be separated from the acceptable unrevised maps and placed in a different file, identified as "Tobacco Crop Insurance Maps (FCI-33-T(0) voided for \_\_\_\_\_ (year) and Succeeding Crop Years."

After the new maps have been approved, photocopied and returned to the county office such maps shall be filed in their proper order with the unrevised maps. The unrevised maps will be identified as applicable to the next succeeding program by the State Crop Insurance Director stamping each such map and indicating thereon the Corporation's approval for the applicable crop year. The recommended changes shall be entered on the new Tobacco Crop Insurance Map with a soft wax pencil. After these recommended changes have been tentatively delineated and approved by a representative of the Crop Insurance Corporation, permanent area boundaries shall be inked in with red ink using the following type of boundary line (x-x-x-x-x-x-x-). Area numbers shall be entered in a small block ( ) placed near the center of the area with identifying lines extending in the area boundary line. For unclassified land diagonal lines (/////////) extending across the unclassified area shall be entered in ink. The name of the county and state shall be entered in the lower left corner of the map.

D. DETERMINING FINAL COVERAGES AND PREMIUM RATES

1. FCI-34-T(0)

Form FCI-34-T(0), County Summary of Coverages and Premium Rates shall be used to determine that (1) the total coverage for the county has not been exceeded and (2) the combined weighted average premium rate for the county is not less than the total premium for the county. Preliminary calculations on this form may be in pencil, however, the final form shall be typewritten. A separate form FCI-34-T(0) shall be prepared for each type of insurable tobacco in the county. Form FCI-34-T(0) shall be executed as follows: enter in the heading the name of the state, county, year and type of tobacco.

Column 1. This column is complete and shall not be altered.

Column 2. Enter in this column the number of acres for weighting of land falling within each coverage group. This acreage shall be obtained by summarizing the acres for weighting entered on Form FCI-32-T, Tobacco Crop Insurance List. On the line opposite the words "Ineligible List" enter the acres for weighting for all landowners included on the List of Ineligible Producers.

Column 3. Enter in this column the coverages for each group as established for the prior year. On the line opposite the words "Ineligible List" enter the weighted average coverage of landowners on the List of Ineligible Producers. The coverage for such owners shall be established considering the factors listed in Section IV-B and shall be comparable to other coverages established under this section.

Column 4. Enter in this column for each group, the product of the entries in columns 2 and 3.

Column 5. This column is complete and shall not be altered.

Column 6. Enter in this column the number of acres for weighting of land falling within each premium rate area as outlined on FCI-33-T(0). Usually most of the land in the county will have the same premium rate. Therefore, the acres for weighting for each of the high risk areas should be determined first. Then determine the acres for weighting for unclassified land. The sum of acres for weighting for high risk areas and unclassified land can then be subtracted from the county total of acres for weighting to get the acres for weighting for the remainder of the county.

Enter the acres for weighting for unclassified land opposite the word "unclassified" in column 5 and encircle.

Column 7. Enter in this column the premium rate for each area.

Column 8. Enter in the column for each area the product of the entries in columns 6 and 7.

Columns Totals. Columns 2, 4, 6 (except acres for weighting for unclassified land) and 8 shall be totaled and their respective sums entered on the line provided for such totals.

Unclassified Farmland-Cropland. Enter in the space provided at the bottom of the form the estimated acres of unclassified cropland or farmland, whichever is used, and delete the inapplicable word.

Ineligible Producers. Enter in the space provided at the bottom of the form, the number of producers in the county who have been designated ineligible for tobacco crop insurance. This entry shall be obtained by making an item count of the names appearing on the List of Ineligible Producers for \_\_\_\_\_ year.

Maximum Coverage for County. Enter in the spaces provided at the bottom of the form (1) acres for weighting which must agree with the total entered in column 2, (2) average coverage per acre which shall be obtained from the Table of Coverages and Premium Rates furnished by the Corporation, and (3) total coverage for the county which shall be obtained by computing the product of the entries for items (1) and (2) above. Enter within the parenthesis below "acres for weighting" an identification of the acreage used, 1949 allotment, etc. If it is found by using the coverages in column 3, that the total of the coverage extensions in column 4 exceeds the maximum coverage for the county, it will then be necessary to adjust the coverages so that the total of coverage extensions does not exceed the maximum coverage for the county. Any necessary adjustment(s) made in the coverages for any group or groups shall be by multiples of five pounds.

Minimum Premium for County. Enter in the space provided at the bottom of the form (1) acres for weighting which must agree with the total entered in column 6, (2) average rate per acre which shall be obtained from the Table of Coverages and Premium Rates furnished by the Corporation, and (3) total premium for county which shall be obtained

by computing the product of the entries for items (1) and (2) above. Should the total of the rate extensions of column 8 be less than the minimum premium for the county, it will then be necessary to adjust such rates so that the total of rate extensions entered in column 8 is not less than the minimum premium for the county.

Any such adjustments made in the area rates shall be on the basis of the nearest 5 cents.

Sheet Numbers of Forms FCI-32-T. Enter in the spaces provided at the bottom of the form the inclusive sheet numbers of Forms FCI-32-T which represents the entire Tobacco Crop Insurance List for the county.

Map Numbers of Form FCI-35-T(0). Enter in the spaces provided at the bottom of the form the inclusive map numbers of Form FCI-35-T(0) which represents the entire land area of the county.

## 2. FCI-35-T(0). County Actuarial Table

Form FCI-35-T(0), County Actuarial Table, shall constitute the official table of coverages and premium rates for the county. A separate form shall be prepared for each type of insurable tobacco in the county. The form shall be prepared with a typewriter. Enter the name of the state, county and type of tobacco in the heading of the form. Columnar entries shall be made as follows:

Column 1. This column is complete and shall not be altered.

Column 3. Enter in column 3 the coverage for each group from column 3 of Form FCI-34-T(0).

Column 2. Enter 65% of the entry in column 2. Round to whole pounds by dropping fraction of less than .5 and rounding upward fractions of .5 or more.

Column 4. This column is complete and shall not be altered.

Column 5. Enter in column 5 the premium rate for each area from column 7 of Form FCI-34-T(0).

## SECTION V. TRANSMITTAL OF FORMS TO STATE OFFICE

After all work has been completed on Forms FCI-32-T, 33-T, 34-T(0) and 35-T(0), a member of the county committee shall recommend approval for the committee by signing Forms FCI-34-T(0), and 35-T(0) in the spaces provided. Forms FCI-32-T, (Prepared stencils) and 33-T(0) except maps for the prior year that have been voided and the original typed copies of 34-T(0) and 35-T(0) shall be forwarded to the State Crop Insurance Director for Corporation approval. After these forms have been reproduced, the originals and additional copies will be returned to the county office.

## SECTION VI. MAP OF CROP INSURANCE EXPERIENCE

In order to have a record of the location of insurance business in the county, the county committee shall prepare and keep current at all time during the sales campaign a map showing the approximate location of land covered by each application. A photocopy of Form FCI-33-T(0) is recommended for this purpose unless it consists of several maps. When FCI-33-T(0) consists of several maps, an engineer's map or any kind of outline map of the county showing major roads, streams, towns, etc., may be used. It is advisable to outline the areas on this map to determine areas covered by insurance.

When continuous contracts are carried over from the prior year the land covered by each contract carried over shall be identified on the map by placing a dot ( . ) at the approximate location of the land covered by such contract. As applications are received during the sales campaign, the land covered by each application shall likewise be identified. Land covered by two or more contracts need be identified only once; however, if there are several tenants or sharecroppers having contracts on the same land the number of contracts on such tract of land shall be entered near the dot. This map should be retained in the county office after the sales campaign. It will become the "Map of Crop Insurance Experience" for the year in which prepared. It will be labeled "Map of Tobacco Crop Insurance for \_\_\_\_\_ (Year)."

Land on which an indemnity is paid shall be identified on the map by encircling the dot representing the location of land covered by the application when a notice is received in the county office indicating a loss has been paid. After all losses have been paid in the county, the map shall be forwarded to the state crop insurance director for filing.

## SECTION VII. SUPPLEMENTAL TOBACCO CROP INSURANCE LIST

In case an application(s) for insurance is signed covering tobacco to be planted on land that is owned by a person(s) not listed on the Tobacco Crop Insurance List, a supplemental Tobacco Crop Insurance List shall be prepared. This supplemental list shall be prepared after the closing date for selling applications. The county committee shall check all applications against the Tobacco Crop Insurance List to determine landowners not included on the list but whose land is covered by an application. Such owner(s) shall be listed on a Supplemental Tobacco Crop Insurance List.

The Supplemental Tobacco Crop Insurance List shall be prepared according to instructions in Section III, except that the name of forms in the heading shall be "Supplemental \_\_\_\_\_ (Year) Tobacco Crop Insurance List". This supplemental list (prepared stencils) shall be forwarded to the state crop insurance director not later than 15 days after the closing date for selling applications.

The county committee should see that coverages on the supplemental list are in line with coverages on the original list and that the total coverage for the county has not been exceeded. This will be accomplished by executing a

new FCI-34-T(0) which shall include data for owners on both the original and supplemental lists. The instructions in Section III-C for preparing FCI-34-T(0) shall be followed in executing this form. This form shall be forwarded to the state director along with the supplemental FCI-32-T.

Any land owned at the time tobacco is planted by a person not listed on either the original or supplemental Tobacco Crop Insurance List will be considered as unclassified.

Approved by: \_\_\_\_\_, Date \_\_\_\_\_  
(State Director)

